

The Mid-Maine Sustainability Coalition

Sustainability Coordinator Job Description

I) Definitions

- A *partner* is any business, non-profit, institution, foundation, volunteer organization, 'neighborhood ally', community group, municipality, government agency, sustainability effort, or other organization, including individuals associated with an organization, with which the Coalition has an ongoing relationship defined by communication, collaboration, and/or monetary or non-monetary support. A *partner* may be based at the local, regional, state, national, or international level.
- The *Coalition* refers to the Mid-Maine Sustainability Coalition.
- *Assistant coordinators* refer to individuals who currently hold the 'coordinator' position on the Sustainability Committee, as well as those who are willing to contribute over ten hours per month assisting the coordinator on various projects and initiatives.

II) Position Background

The Coalition was formed after 60 representatives from Mid-Maine area partners developed a strategic Sustainability Plan to address regional sustainability goals. The group currently focuses its efforts in five issue-areas: 1) energy efficiency and renewable energy, 2) transportation efficiency and choices, 3) waste minimization, 4) education, and 5) local foods. These issue-oriented committees are supported by three "support" committees: 1) organizational capacity and results monitoring, 2) finance, and 3) communication. It became clear while implementing the work plan that relying on three support committees to accomplish their assigned tasks would result in inefficient, uninformed, and often duplicated work being performed by Coalition volunteers.

III) Position Summary

The position is responsible for ensuring continued progress on the Coalition's work plan and for optimizing the use of community assets within the Coalition. This position will be responsible for the timely implementation of the expected results, milestones, and projects for the three "support" committees. The position will also be responsible for developing support, education, and communication among the five issue-oriented groups.

The position is ultimately responsible for the fulfillment of all below-listed *essential functions*. Nevertheless, the position should not assume roles outside of the "support" committees, as defined in the Sustainability Plan. Likewise, the position should prioritize sharing of *essential functions* with new and existing partners, 'assistant coordinators', Coalition committees, and other volunteers.

IV) Essential functions

Essential functions relate to 1) best practices, 2) funding, 3) indicators, 4) information, 5) partners, 6) representation, 7) steering committee, and 8) volunteers.

1) Best practices

Identify and direct volunteers to research examples of best practices including: case studies, models, information, and tools relating to the work of the group. Become familiar with and create a database of these best practices. Actively and passively promote their dissemination within and outside of the Coalition.

2) Funding

Establish a clearly coordinated process for funding project initiatives. Identify potential funding sources and acquire financial incentives for implementing projects. Prepare grant applications or partnership proposals; seek sponsorships and donations; and manage grant reporting and compliance. Act as point of contact for private, business, governmental, and foundational donors. Actively engage committees to discuss strategies to align current and future funding opportunities with committee goals.

3) Indicators

Identify qualitative and quantitative indicators of progress. Align indicators with voluntary and mandatory compliance indicators when needed. Acquire baseline data and establish processes for ongoing data collection and analyses around these indicators. When possible, assign the collection, formatting, and submission of data to committees or partners. Publish frequent reports on indicators to provide up-to-date information. Indicators should focus on:

- i) Committee progress and resource-effectiveness, e.g., indicators relevant to expected results, milestones, and projects identified in the Sustainability Plan.
- ii) Steering Committee and Coalition progress, e.g., indicators relevant to the Purpose Statement of the Steering Committee; financial resources.
- iii) Regional sustainability indicators, e.g., energy use and climate change-emissions in the residential, commercial, and industrial sectors.

4) Information

Develop and present informational materials on the Coalition's issues and progress relating to the work plan. Develop and maintain the website, calendar, e-newsletter, and other community and Coalition-informing materials. Facilitate feedback on sustainability effectiveness and targets. Serve as the point of contact for the media, redirecting requests to Coalition volunteers whenever possible.

5) Partners

Identify, establish, and maintain relationships with partners. Consistently inform partners on ongoing activities of group. Map community resources and needs for use by Coalition volunteers. [Use the summer intern's Community Sustainability Needs and Resources Assessment as the basis for this work.] Actively and passively connect committee volunteers with appropriate partners.

6) Representation

Personally represent or suggest volunteer representation of the Coalition's progress and interests in government and regional sustainability discussions. Monitor initiatives that may affect Coalition operations.

7) Steering Committee

Provide staff support to the Coalition Steering Committee. Coordinate information flows between the Steering Committee, the position's tasks, and the issue-oriented committees. Ensure the Steering Committee generates and maintains a network of experts to provide advice in the areas of sustainability, finance, law, and communications. Utilize the 'assistant coordinator' volunteers on the Steering Committee to fulfill various TBD *essential functions*.

8) Volunteers

Recruit, train, advise, coordinate, monitor, and evaluate volunteers.

- i) *Recruitment*: Consistently encourage existing volunteers to recruit volunteers by word of mouth. Mobilize recruitment plans produced by the Steering Committee using the website, newsletter, media, volunteers, and partners database. Serve as the point of contact for recruitment efforts and volunteers interested in how they might best contribute and membership requirements.
- ii) *Training*: Offer ongoing training opportunities to inform new and existing volunteers about the progress of the Coalition, sustainability issues, community contacts, and operational procedures of the Coalition.
- iii) *Advice*: Advise volunteers on their various thoughts and ideas, including relevant information. This information might include data; best practices; information about the Coalition and its ongoing activities; and internal and partner collaboration opportunities.
- iv) *Coordination*: Where possible, identify a volunteer coordinator for projects and events that are cross-committee, one-time, new, and otherwise unique Coalition tasks. When necessary, help coordinate complex projects and analytical assignments.
- v) *Monitoring*: Monitor volunteer efforts to ensure efficient use of volunteer time, maximizing use of existing information and resources; minimizing duplicated and dead-end efforts. Establish and maintain a system to track volunteer hours in order to improve program effectiveness; recognize and reward outstanding volunteers; strengthen grant applications; and satisfy philanthropy reporting requirements.

- vi) *Evaluation*: Evaluate volunteers to identify volunteers detrimental to committee progress or initiatives outside or counter to the Coalition's goals. Raise these issues promptly with the Steering Committee.

V) Skills, decisions, and problem solving

The position requires the ability to work independently to advance progress on the Coalition's work plan. In order to do so, the incumbent must have the ability to effectively motivate and lead Coalition volunteers and partners. This includes the ability to: communicate and build relationships with volunteers and partners; build consensus among groups; identify committees, volunteers, and partners to implement the work plan; manage and complete assignments; and encouraging individuals and groups to complete appropriate tasks in a timely, efficient, and quality manner.

Incumbent must be able to proactively identify and resolve complex process and organizational issues and opportunities. Incumbent must be able to produce written and verbal analyses, reports, and presentations. Incumbent must be able to identify and map community resources and needs. Incumbent must be able to identify funding opportunities from a broad base of potential donors and to mobilize financial resources in line with the work plan.

Incumbent must have advanced educational certification, theoretical knowledge, and practical experience in 1) sustainability issue-areas, including energy efficiency, renewable energy, climate change, transportation, waste, food, biodiversity, and air/water quality; and 2) project management, volunteer coordination, and organizational administration.

VI) Scope

The coordinator normally works eight-hour days during the week and attends evening and/or weekend meetings on occasion. The coordinator will travel occasionally to regional meetings, conferences, and legislative sessions.